

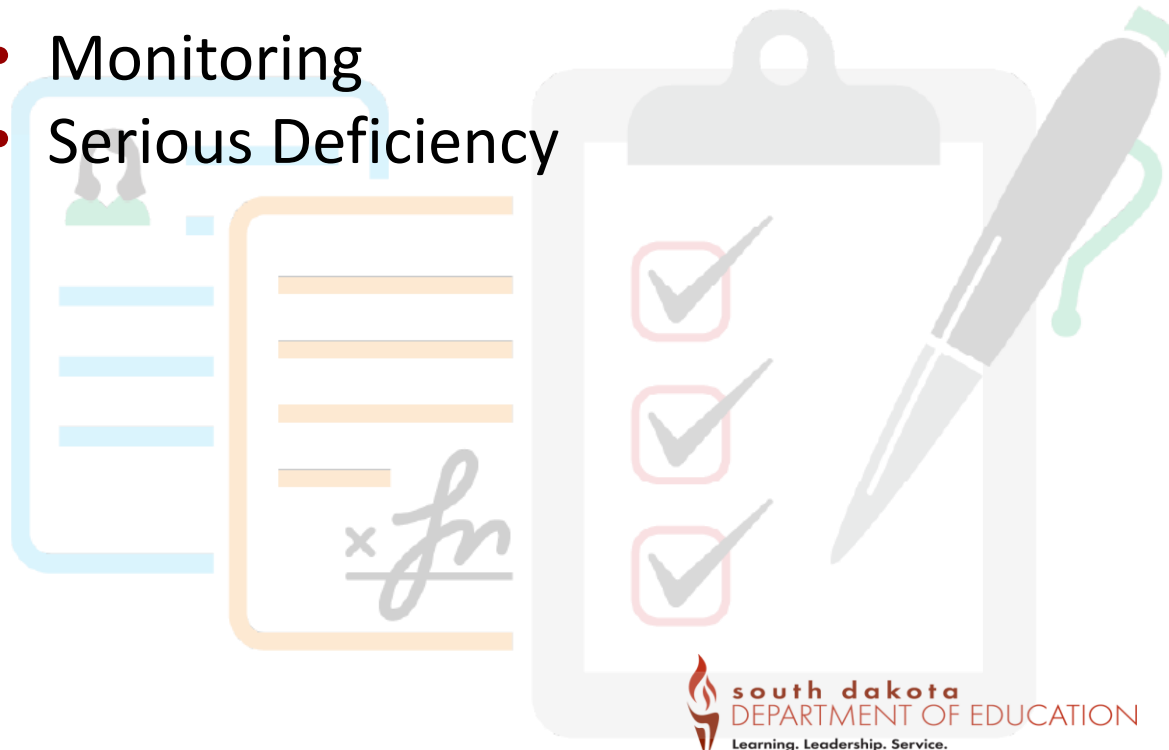
Summer Food Service Program (SFSP)

OPERATIONAL TRAINING



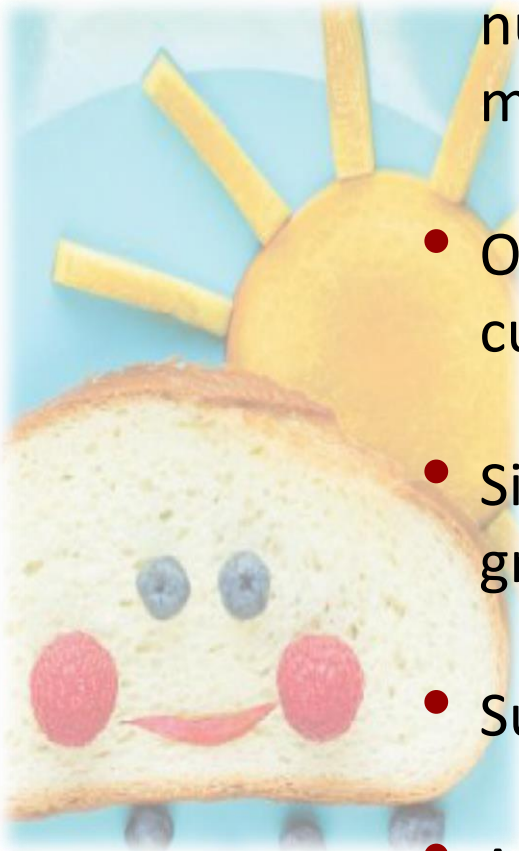
AGENDA

- SFSP Program and Benefits
- SFSP Eligibility
- Site Types
- Site Responsibilities
- Reimbursable Meals
- SFSP requirements (meal types, meal patterns)
- Meal Adjustments
- Meal component requirements
- Food Buying Guide
- Menu ideas
- Staying on Budget
- Record Keeping
- Food Safety
- Meal Service
- Monitoring
- Serious Deficiency
- Appeal Rights
- Civil Rights
- Resources



SFSP-the program and benefits

- Primary goal is to offer safe, well-balanced, nutritious meals for children during the summer months for optimal growth and development.
- Outreach: only 17% of the eligible children are currently reached.
- Sites may provide fun learning activities for all age groups.
- Supports family food budgets.
- Additional employment, internship, volunteer opportunity for food service workers, students and public.

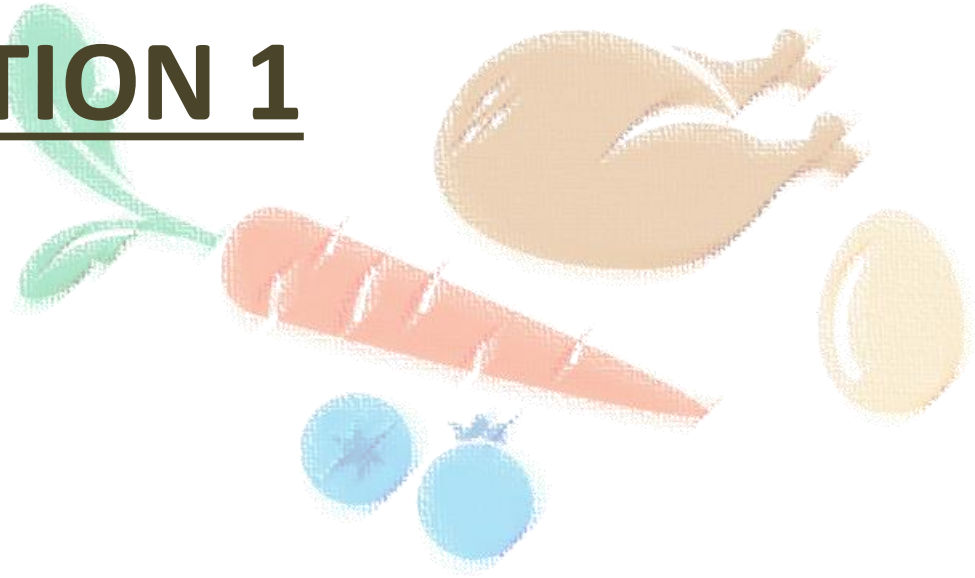


SFSP Guidance Manuals

- USDA requires the use the most recent guidance materials.
- SFSP Program Guidance link:
<https://www.fns.usda.gov/sfsp/handbooks>
 - 2016 SFSF Administrative Guidance for Sponsors
 - 2018 SFSP Nutrition Guidance for Sponsors
 - 2017 SFSP Sponsor Monitor's Guide
 - 2017 SFSP Site Supervisor's Guide
- <https://www.fns.usda.gov/sfsp/policy> Read any SFSP policies released.



SECTION 1



- SFSP Eligibility
- Site Types
- Site Responsibilities
- Reimbursable Meals
- SFSP requirements (meal types, meal patterns)
- Meal Adjustments
- Meal component requirements
- Food Buying Guide

PARTICIPANT	SPONSOR	SITE
<ul style="list-style-type: none"> • 18 years old or younger who is eligible for free or reduced price meals or lives in an area where 50% of the children qualify for federal support. • 19 years older who as determined by a State or Local educational agency has a mental or physical disability. • A person who participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled. 	<ul style="list-style-type: none"> • Public or private nonprofit schools • Units of local, municipal, county, tribal, or state government • Private nonprofit organizations • Public or private nonprofit camps • Public or private nonprofit universities or colleges • Have to be tax exempt. 	<ul style="list-style-type: none"> • Area eligibility: low income areas (50% of children reside in the area are eligible to receive free or reduced price meals based on school or census data). Mapping tool: https://www.fns.usda.gov/areaeligibility • Income eligibility: operates for children whose household income qualifies them for free or reduced price meals. Area eligibility cannot be applied as less than 50% of children are eligible for free and reduced price meals in the area.

OPEN	Must be area eligible and located in that area, meals available to all children in the area in a first come first serve basis. Has to be publicized.
RESTRICTED OPEN	Must be area eligible and located in that area, initially an open site but must restrict attendance for reasons of space, security, safety, or control. Open to all children of the community in a first come first serve basis with above restrictions. Must make community aware of restriction.
CLOSED ENROLLED	Income eligible, open only for identified group of children. This group of children are transported to congregate meal site or the or the site may be area eligible, 50% of the children dining at site must qualify for federal support - in South Dakota waiver approved for summer 2020 allowing the site may be area eligible.
CAMP	Only meals served to children with an approved household application on file can be counted free.
MOBILE	To reach children in rural areas. Each location must meet the site eligibility criteria. Meals must be consumed on the bus or near the drop-off location, times of meal service must be established and kept, food safety guidelines for temps (keep food temp log), cleanliness, feeding times must be followed and the sponsor must have the ability to adjust meal deliveries based on fluctuations in attendance. Program staff serving meals must follow appropriate hand washing procedures. Site supervisor must be present at each meal service for the entire meal service. Either travel with bus or be present at each site.

Site Locations

Schools, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant centers, or on Native reservations.

Site Responsibilities

- Attend your sponsor's training
- Supervise activities and meal service at your site
- Manage volunteers
- Distribute meals by following SFSP guidelines
- Keep daily records of meals served (meal count, make sure kids take everything according to meal pattern, always be aware of what is a reimbursable meal).
- Store food appropriately
- Keep the site clean and sanitary
- If vended site: order, receive meal
- Help your sponsor promote the program in the community
- Prevent discrimination



Summer Food Awareness



- Plan special event
- Raise awareness and make it fun
 - Speaker or presenter
 - Fun day(s) with carnival-like or physical activity games planned
 - Partner with community organizations for ways to promote the summer meal program.
 - 4-H, University Extension programs are good resource:
 - <https://www.sdstate.edu/sdsu-extension/food-families>
 - <https://www.sdstate.edu/health-and-nutritional-sciences/outreachextension>
 - <https://www.sdstate.edu/sdsu-extension/4-h-youth-development>

SITE SUPERVISOR

- Attend sponsor training
- Ensure civil rights is properly implemented
- Stay at site for the entire meal service
- Inform Director or Assistant Director of field trips
- Communicate changes in meal service
- Help in meal service
- Help with clean up after meals
- Ensure safe, sanitary conditions
- Ensure food safety
- Receive and account delivered meals
- Plan and organize site activities
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts at point of service.

SITE STAFF

- The goals of SFSP
- The meal pattern requirements
- The importance of preparing nutritious meals that meet the Dietary Guidelines for Americans
- The food safety rules and sanitation guidelines
- Operation of food service equipment
- Development of and following standardized recipes

SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. This is an annual requirement and needs to be documented.

Responsibilities



Procurement and Bid Procedures



- **Micro-Purchases** - Informal method (*Purchases between \$0 - \$10,000*)

- **Small Purchase** - Informal method (*Purchase between \$10,000 - \$250,000*) [3 bids or quotes & a buy]

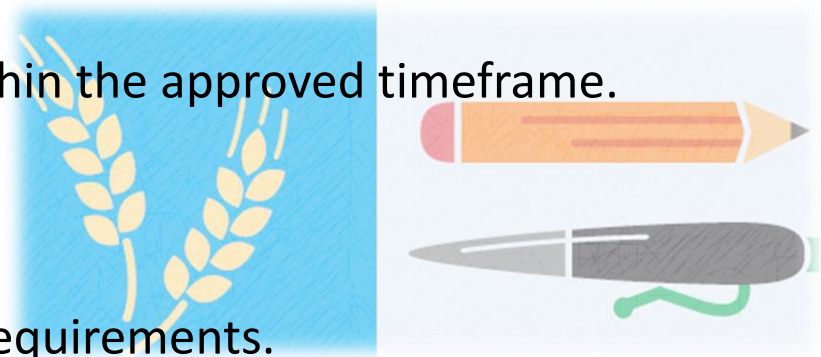
- **Competitive Sealed Bids** – Formal method (*over \$250,000*) Check for your own agency threshold requirements

- South Dakota small purchases limit for supplies & services is \$25,000 which has not changed.

- Follow Procurement Procedures found on SD Department of Education CANS website <http://doe.sd.gov/cans/index.aspx>

Reimbursable meals

- Served meals (leftover meals are not reimbursable) that are within the approved levels. Only 2% of excess meals are allowed as second meals. (You can use capacity builder to estimate the amount of children in need in your area. <https://www.fns.usda.gov/capacitybuilder>)
- After all children are fed, if there are leftovers staff is allowed to have a meal that can be deducted from operational costs. All other adult meals are non-reimbursable. Adult meals can be sold and count into program income but sale is only allowed if there are leftovers and all the children are fed. As the program is non-profit and could cause a disallowance to run the program if for income meals are served to adults.
- Meals have to be consumed on site within the approved timeframe.
- Meals have to be serve as a unit.
- Meals have to meet the meal pattern requirements.
- All meals have to be documented on approved meal count form. (Attachment 18 of Admin guide handbook 2016 [https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP Admin Guide Sept2016.pdf](https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf))



Requirements for Vended or Central Kitchen Delivery of Meals

- Meals can be **delivered no more than 1 hour prior** to the beginning of the **meal service!**
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Meal count and meal pattern guidelines need to be documented. **Keep signed delivery receipt** and check adequacy and number of meals delivered.
- [SFSP Admin Guide](#) pages 65, 75-77, 94-95; also page 10-11 of [2017 Sponsor Monitor's Guide](#) lists considerations.
- [Menu planning toolkit](#) to learn ideas about self prepared vs vended meals and other useful ideas.



Family Style Meal Service Restrictions

- Family style meal service where you pass the bowls of food – is **only** allowed at Closed Enrolled or Camp Sites.
- Program adults must assist to make sure required minimum portions of each food component are taken.
- Page 46 [Nutrition Guide SFSP 2018](#)



Off-site Meals/Field Trips

- State approval needed prior to trip.
- Complete SFSP Off-site meal form found on website [DOE CANS SFSP Website](#) under *Documents* and titled **SFSP Off-site Meals Form,**
- Submit to CANS 10 days in advance when possible. Please submit Child Nutrition Label for menu items on form when it applies.
- Off-site Meals must be included on production records kept for that day.



Off-site Meals/Field Trips

- Prepare Meal Count Form to accompany the food taken on the field trip along with any safe food practices documentation (*Number meals received, temperature log at time of pickup, temperatures at start of meal service, and if applies – temperature log of foods when returned to kitchen and number of leftover meals/food items*).
- Point of service (actual meal count) must be taken at the off-site location and sent in with meal counts for the month.
 - The meals service must be approved for the place the children will be that day.
 - Notify CANS if a change occurs – changes do happen due to weather.

Allowable Meal Numbers and Types

Must have State agency approval for # of meals served at each site, sites cannot exceed the approved number. Exceeded number of meals are not reimbursable.

	# of Meals	Possible types and combinations
Open, Restricted open, Closed enrolled	Up to 2	<ul style="list-style-type: none">• ONLY: breakfast or lunch or snack or supper• Breakfast and Snack• Lunch and Snack• Supper and Snack• Breakfast and Lunch• Breakfast and Supper• Two snacks
Camp, Migrant	Up to 3	<ul style="list-style-type: none">• Same as above or• Breakfast, lunch, supper• Breakfast, lunch, snack• Lunch, supper, snack

Meal Pattern Requirements



Meal Pattern Requirements

Meals are only reimbursable if they meet the meal pattern requirements.

SFSP meal patterns were designed for children 6-12 years old, special recommendations for other age groups.

- Meal pattern composed of the required meal components and appropriate serving/portion sizes.

Food Components

- Milk
- Vegetable and Fruit
- Grains
- Meat/Meat alternative

Food Items

Specific food offered within the food component. Exp. ½ cup peaches and ½ cup pears are two food items within the fruit and vegetable component.



Meals to be reimbursable must contain:

Breakfast	Lunch or Supper	Snack
One serving of milk (whole, reduced-fat milk (2%), low-fat milk (1%), fat-free milk, lactose free milk, lactose reduced milk, buttermilk, or acidophilus milk.)*	One serving of milk (whole, low-fat, or fat-free)*	<i>Must contain two of the four components listed below.</i>
One serving of a vegetable, fruit, or full-strength juice;	Two or more servings of vegetables, fruits, or full strength juice (100% juice)	One serving of milk (whole, low-fat, or fat-free)*
One serving of a grain	One serving of a grain;	One serving of vegetables, fruits, or 100% juice#
An OPTIONAL serving of a meat or meat alternate.	One serving of meat or meat alternate	One serving of a grain
		One serving of meat or meat alternate

* Whole milk suggested for up to age 2. Milk has to be fluid milk, not alternatives like cheese, yoghurt, ice cream, reconstituted NFD milk. Must be pasteurized.

Juice is not allowed to be served when milk is served as the only other component of a snack.

SFA Options



- School Food Authority SFA at their school site may choose to use the SFSP meal pattern requirements or the NSLP or School Breakfast Program (SBP) meal patterns (7 CFR 225.16(f)(1)(i)) as applicable.
- If chose to use NSLP or SBP state agency must be notified.
- SFA must use approved production record for meal pattern chosen.

Does anyone planning on using NSLP or SBP meal pattern?

Offer vs. Serve (OVS):

Allows children to decline some of the food offered in a reimbursable breakfast, lunch, or supper.

There is no OVS option for snack!

Goal: reduce waste and food cost while maintaining nutritional integrity.

You have to submit for approval if you would like to serve OVS.

[Watch video about OVS.](#)

Breakfast:

The following four food items must be offered:

- One serving of fruit/vegetable
- One serving of grains
- One serving of fluid milk
- One additional serving of fruit/vegetable, grains, or a serving of a meat/meat alternate.

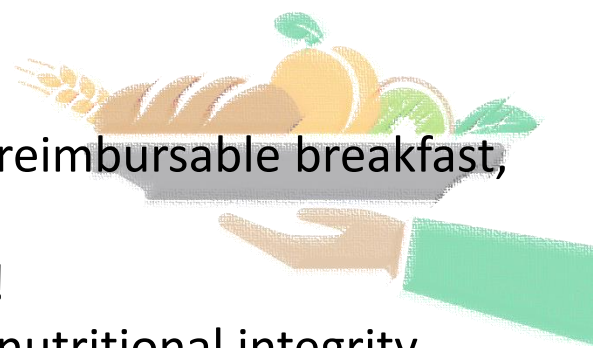
All the food items offered must be different from each other and **a child must take at least three of any of the four food items offered.**

Lunch or Supper:

The following four food components must be offered through at least five different food items:

- One serving of meat/meat alternate,
- Two servings of fruit and/or vegetables (two different food items),
- One serving of grains, and
- One serving of fluid milk.

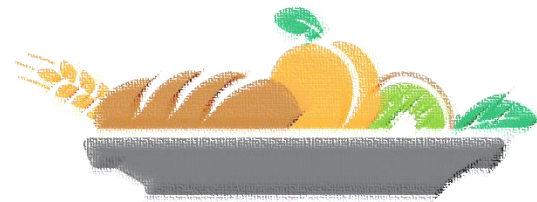
A child **must take at least three of the food components**, rather than items, listed above **from the five food items offered**. Three food components are required for an adequate, nutritious meal for children.



FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	REQUIRED	REQUIRED	1 For the purposes of the requirement outlined in this table, a cup means a standard measuring cup 2 Served as a beverage or on cereal or used in part for each purpose 3 Served as a beverage 4 Serve two or more kinds of vegetable or fruits or a combination of both. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement 5 Juice may not be served when milk is served as the only other component 6 Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc, shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched, or fortified
Fluid milk (whole, low-fat, or fat-free)	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	
Vegetables and Fruits – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Vegetable or fruit or	½ cup	¾ cup total ⁴	¾ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		¾ cup (6 fluid ounces) ⁵
Grains/Breads⁶ – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	7 Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies 8 Either volume (cup) or weight (ounces), whichever is less 9 Must meet the requirements of 7 CFR 225 Appendix A 10 Tree nuts and seeds that may be used as meat alternate are listed in program guidance 11 No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish 12 Plain or flavored, unsweetened or sweetened
Bread or	1 slice	1 slice	
Cornbread, biscuits, rolls, muffins, etc. or	1 serving ⁷	1 serving ⁷	
Cold dry cereal or	¾ cup or 1 ounce ⁸		
Cooked cereal or cereal grains or	½ cup	½ cup	
Cooked pasta or noodle products	½ cup	½ cup	
Meat/Meat Alternates Equivalent quantity of any combination of...	OPTIONAL	REQUIRED	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ⁹ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¾ cup	¾ cup ¹	¾ cup ¹
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ¹⁰ or		1 ounce=50% ¹¹	1 ounce
Yogurt ¹²	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

More information:
[SFSP Nutrition Guide](#)

Meal adjustments



Infants (<12 months)

State agency must approve to serve meals to infants. All meals served to infants must comply with infant meal pattern requirements in Section 226.20(b) of the CACFP regulations.

Children 1-6 years

SFSP regulations allow adjusted portion sizes for younger children. Must receive state agency approval and sponsor must follow Section 226.20(c) of CACFP regulations for age appropriate meal pattern requirements.

Children 6-12 years

Follow **SFSP meal pattern guidelines** from previous slide.

Children 12-18 years

Follow minimum requirements of SFSP meal pattern, or to improve the nutrition of participating children sponsors may serve adult-size portions to older children. Adult-size portions may be found in Section 226.20(c) of CACFP regulations.

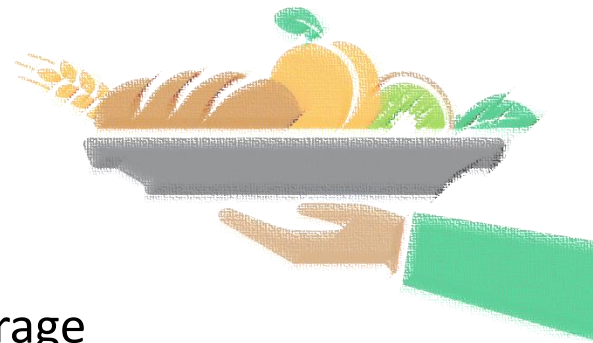
Meal adjustments



- Sponsors are required to provide reasonable meal and snack accommodations for children whose **disability** restricts their diet. This must be supported by medical statement. Food Allergy counts as disability. South Dakota Numbered Memos [SFSP 240.1](#) and [USDA Policy Memo CACFP 14-2017, SFSP 10-2017](#).
- Medical and special dietary needs may be accommodated (not required) by sponsor on a case by case basis. Medical statement is required that identifies the medical or special dietary need and which foods should be omitted and foods that should be substituted. *Meal or food substitutions for non-disability medical or special dietary needs that are outside the meal pattern requirements **are not reimbursable**.*
- [Non-dairy milk substitutes](#) if medically recommended. In order for the meal to be reimbursable, non-dairy beverages must be nutritionally equivalent to milk and provide specific levels of calcium, protein, vitamins A and D, magnesium, phosphorus, potassium, riboflavin, and vitamin B-12.

Is it reimbursable if child doesn't take the milk due to condition but there is no substitute?

Meal components



Milk

- Only pasteurized fluid milk must be served.
- Breakfast: can be counted if used on cereal or as a beverage
- Lunch and supper: must be served as beverage.
- Snack: serve as beverage.
- Milk may not be credited for snacks when juice is served as the only other component.
- Milk may never be credited when cooked in cereals, puddings or other foods.

Fruits/Vegetables

- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Dried fruits, such as dried apricots, raisins, and prunes, may be used to meet requirements. Dried fruit is credited based on volume served ($\frac{1}{4}$ cup dried fruit = $\frac{1}{4}$ cup fruit).
- Serve 2 or more kinds of vegetable or fruits or a combination of both but don't serve 2 forms of the same like apple and applesauce.
- Up to one-half of the vegetable/fruit requirement may be met with full-strength (100%) juice.

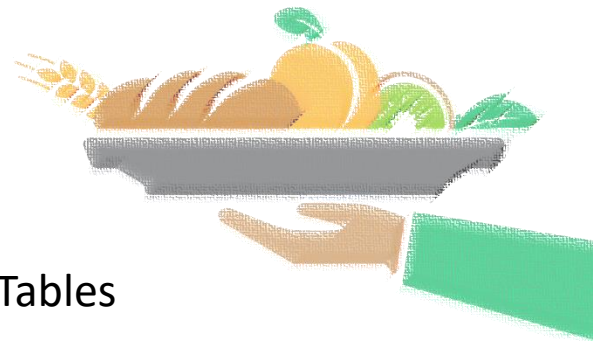
Meal components

Meat/Meat Alternate

- Meat, fish, poultry, eggs,
 - Cheese
 - Beans/Peas
 - Nuts/seeds
 - Yoghurt
 - Alternate Protein Product (burger patties, meat loaf, tuna salad, chicken nuggets, pizza toppings).
-
- APPs and processed meat items (corn dogs, ravioli) should have CN labels, product formulations.
 - To contribute to the M/MA component, it must contain a minimum of 0.25 oz of a M/MA.
 - 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.
 - Avoid choking hazard!!! Nuts/seeds must be finely ground and thinly spread on bread or crackers.
 - 4 oz. or ½ cup yoghurt= 1oz meat alternate.
 - Homemade yogurt, frozen yogurt (similar to ice cream), or other yogurt-flavored products **are not creditable**.
 - Less than 1/4 ounce of cooked lean meat or equivalent **is not creditable**.

Further processing Yield Tables

[Appendix C](#)



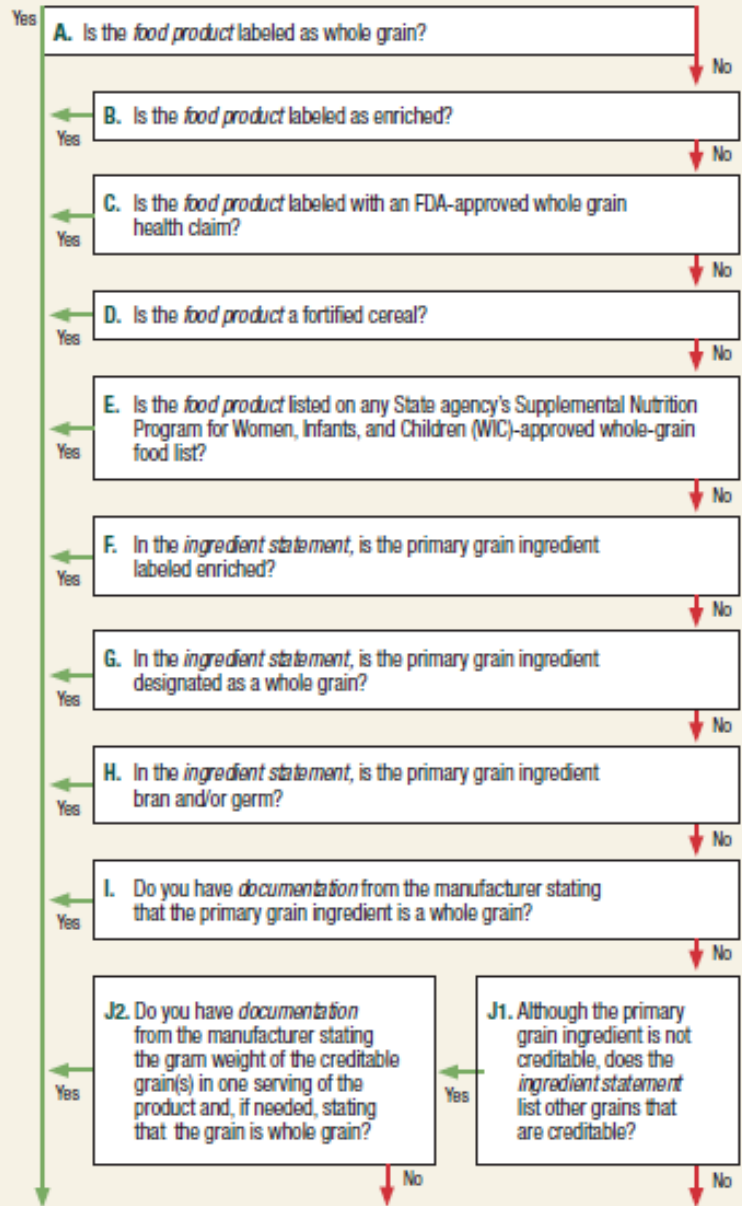
Meal components

Grains



- Grain items must be made from grains that are whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Also creditable are bread type coating, Chow Mein Noodles, Crackers –Saltine and Snack, Croutons, Pretzels, Stuffing as long as they meet the requirements listed above.
- Enriched macaroni products fortified with protein may count towards either the grains component or the meat/meat alternate component, but not as both in the same meal.
- Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips made from whole-grain or enriched meal or flour can be used to meet the grain requirement.
- Preferably choose whole grain to build a healthy plate.
- If grains used in different product (corn dog) CN label needed to check grain contribution.
- **Ready to eat cereals must be fortified: ingredient list will have list of Vitamins and Minerals! READ THE LABELS!!!**





The food product is **CREDIBLE** as a grains/breads component. Continue to *Criteria for Determining Serving Sizes* (see page E-6).

The food product is **NOT CREDIBLE** as a grains/breads component and may not be used to meet meal pattern requirements.

Meal components

Grains



VIEW Food Buying Guide Appendix E

Meal components



Grains

- Grain items are credited in servings. **SFSP doesn't required to credit grains using ounce equivalents.** Ounce equivalents contain a slightly higher amount of creditable grains than grains servings, therefore it is up to the sponsor if they would like to use the equivalency calculations.
- **1/4 serving is the smallest amount allowable** to be credited toward the grains requirement as specified in program regulations.
- Food products that are labeled whole grain or enriched, and food products that have a creditable grain as the primary grain ingredient, should adequately provide the minimum of 14.75 grams of creditable grains per serving (without obtaining manufacturers documentation).
- **Cooked breakfast cereals** (such as cooked oatmeal, cooked millet, cooked rice, or cold cereal), or cooked pasta: the serving size required for one grains/breads serving of cooked oatmeal made from dry oats is 1/2 cup cooked or 25 grams dry oats.
- **When the cereal grain items used as an ingredient** in a recipe such as oatmeal bread or cornmeal one grains serving should be determined using the finished serving weights or calculated using 14.75 grams of the creditable grains in one portion of the recipe.

Meal components

Grains



- There are some situations where the creditable grains content would be used to calculate the serving size: product is not whole grain, enriched, or fortified (if a cereal) and the primary grain ingredient is not a creditable grain.
- For purchased products documentation is required. **If the manufacturer cannot supply the documentation, you cannot use that product as a credited component of a reimbursable meal.**

There are three steps to determine how many creditable grains/breads servings a recipe yields:

1. Divide the total grams of creditable grains¹ in the recipe by the number of portions the recipe yields: (Note: 1 lb = 453.6 grams). One “portion” is the amount of the food product you plan to serve; it is not necessarily equivalent to one grains serving.

$$\frac{\text{Total grams of creditable grains in the recipe}}{\text{Number of portions the recipe yields}}$$

This calculation gives you the total grams of creditable grains contained in one portion of your recipe.

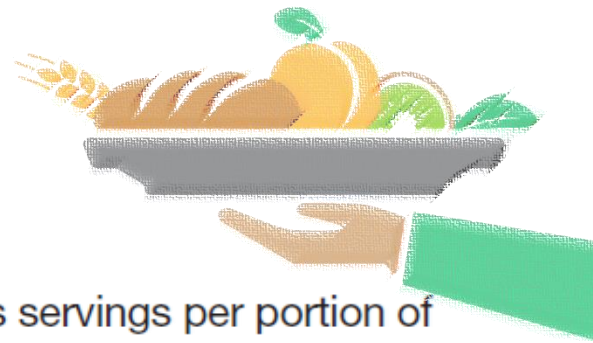
2. Divide the total grams of creditable grains in one portion by 14.75 grams: (note: 14.75 grams of creditable grains = one full grains/breads serving)

$$\frac{\text{Total grams of creditable grains in ONE portion}}{14.75 \text{ grams}} = \text{the number of grains servings per portion}$$

¹ Creditable grains are whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, or germ.

Meal components

Grains



This calculation gives you the number of creditable grains/breads servings per portion of the recipe. The smallest creditable serving of the grains/breads component is 0.25 serving.

3. Round down to the nearest 0.25 grains/breads serving. To count as one full grains/breads serving, a food product must contain no less than 14.75 grams (0.52 ounces) of enriched or whole grain meal and/or flour, bran and/or germ.

For gram conversions, examples of calculations please see [Appendix E](#) of Food Buying Guide.

How many of you are familiar with these calculations and the food buying guide?



Exhibit A: Grain Requirements For Child Nutrition Programs^{1, 2}

Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group A	Minimum Serving Size for Group A	Minimum Serving Size for Group A
Bread type coating Bread sticks (hard) Chow Mein noodles Savory Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) <i>Note: weights apply to bread in stuffing</i>	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz
Group B	Minimum Serving Size for Group B	Minimum Serving Size for Group B
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers ⁵ (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz



Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group C	Minimum Serving Size for Group C	Minimum Serving Size for Group C
Cookies ³ (plain - includes vanilla wafers)	1 oz eq = 34 gm or 1.2 oz	1 serving = 31 gm or 1.1 oz
Cornbread	3/4 oz eq = 26 gm or 0.9 oz	3/4 serving = 23 gm or 0.8 oz
Corn muffins	1/2 oz eq = 17 gm or 0.6 oz	1/2 serving = 16 gm or 0.6 oz
Croissants	1/4 oz eq = 9 gm or 0.3 oz	1/4 serving = 8 gm or 0.3 oz
Pancakes		
Pie crust (dessert pies ³ , cobbler ³ , fruit turnovers ⁴ , and meats/meat alternate pies)		
Waffles		
Group D	Minimum Serving Size for Group D	Minimum Serving Size for Group D
Doughnuts ⁴ (cake and yeast raised, unfrosted)	1 oz eq = 55 gm or 2.0 oz	1 serving = 50 gm or 1.8 oz
Cereal bars, breakfast bars, granola bars ⁴ (plain)	3/4 oz eq = 42 gm or 1.5 oz	3/4 serving = 38 gm or 1.3 oz
Muffins (all, except corn)	1/2 oz eq = 28 gm or 1.0 oz	1/2 serving = 25 gm or 0.9 oz
Sweet roll ⁴ (unfrosted)	1/4 oz eq = 14 gm or 0.5 oz	1/4 serving = 13 gm or 0.5 oz
Toaster pastry ⁴ (unfrosted)		
Group E	Minimum Serving Size for Group E	Minimum Serving Size for Group E
Cereal bars, breakfast bars, granola bars ⁴ (with nuts, dried fruit, and/or chocolate pieces)	1 oz eq = 69 gm or 2.4 oz	1 serving = 63 gm or 2.2 oz
Cookies ³ (with nuts, raisins, chocolate pieces and/or fruit purees)	3/4 oz eq = 52 gm or 1.8 oz	3/4 serving = 47 gm or 1.7 oz
Doughnuts ⁴ (cake and yeast raised, frosted or glazed)	1/2 oz eq = 35 gm or 1.2 oz	1/2 serving = 31 gm or 1.1 oz
French toast	1/4 oz eq = 18 gm or 0.6 oz	1/4 serving = 16 gm or 0.6 oz
Sweet rolls ⁴ (frosted)		
Toaster pastry ⁴ (frosted)		
Group F	Minimum Serving Size for Group F	Minimum Serving Size for Group F
Cake ³ (plain, unfrosted)	1 oz eq = 82 gm or 2.9 oz	1 serving = 75 gm or 2.7 oz
Coffee cake ⁴	3/4 oz eq = 62 gm or 2.2 oz	3/4 serving = 56 gm or 2 oz
	1/2 oz eq = 41 gm or 1.5 oz	1/2 serving = 38 gm or 1.3 oz
	1/4 oz eq = 21 gm or 0.7 oz	1/4 serving = 19 gm or 0.7 oz



³ Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grains component in CACFP or NSLP/SBP infant and preschool meals as specified in §§226.20(a)(4) and 210.10.

⁴ Allowable in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K-12) as specified in §210.10. May count towards the grains component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grains component in the CACFP and NSLP/SBP infant and preschool meals as specified in §§226.20(a)(4) and 210.10.

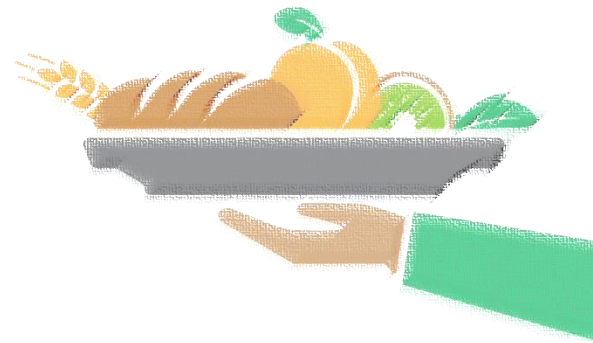
Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group G	Minimum Serving Size for Group G	Minimum Serving Size for Group G
Brownies ³ (plain) Cake ³ (all varieties, frosted)	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz 3/4 serving = 86 gm or 3 oz 1/2 serving = 58 gm or 2 oz 1/4 serving = 29 gm or 1 oz
Group H	Minimum Serving Size for Group H	Minimum Serving Size for Group H
Cereal Grains (barley, quinoa, etc.) Breakfast cereals (cooked) ^{6,7} Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice	1 oz eq = 1/2 cup cooked or 1 ounce (28 gm) dry	1 serving = 1/2 cup cooked or 25 gm dry
Group I	Oz Eq for Group I	Minimum Serving Size for Group I
Ready to eat breakfast cereal (cold, dry) ^{6,7}	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola	1 serving = 3/4 cup or 1 oz, whichever is less

³ Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP.



Meal components

Grains



FBG New to the Exhibit A Grains Tool:

(Allows users to search for a grain product [as listed on Exhibit A] and enter in the serving size from the product label.)

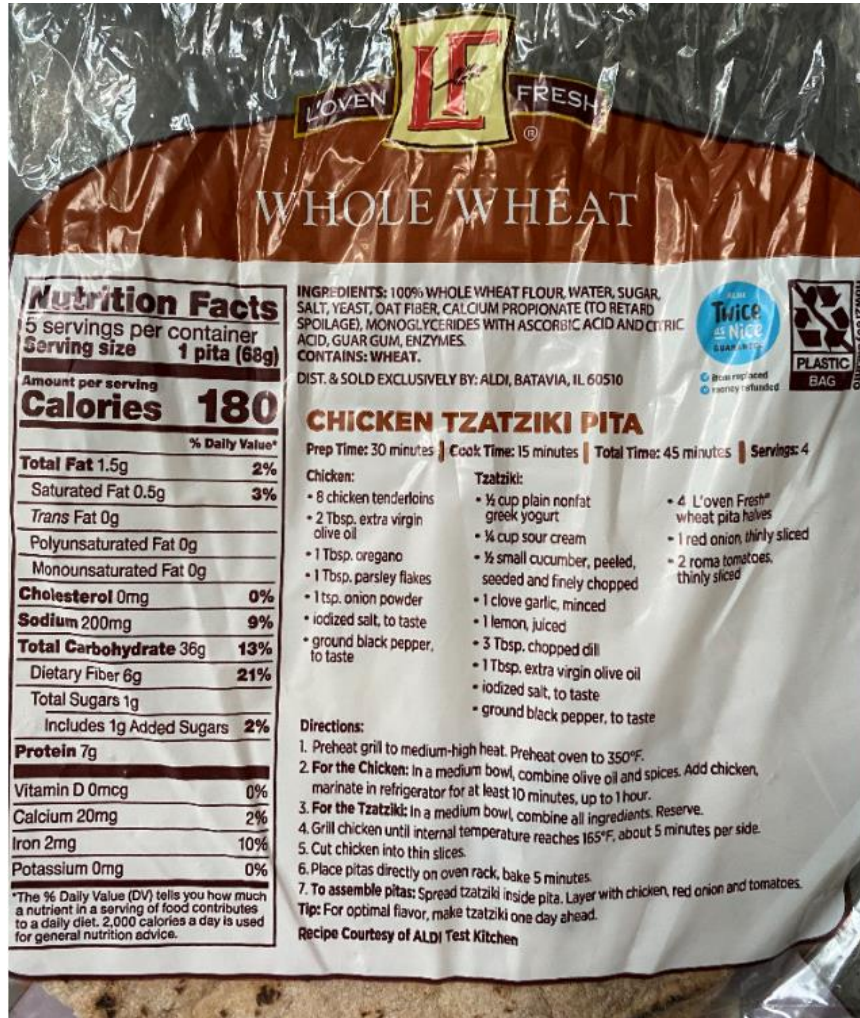
- Tool now allows the program operators to **determine the amount to serve** for a grain product in order to meet the minimum grains requirement **by age/grade group for a specific CNP.**
- Current features:
 - determine ounce equivalent (oz eq) grains or grains/bread serving(s) for the grains product,
 - Determine amount to serve to provide a desired grains contribution.

Food Buying Guide for Child Nutrition Programs (FBG) [Interactive Web-Based Tool](#) and [FBG Mobile App](#).



Meal components

Grains

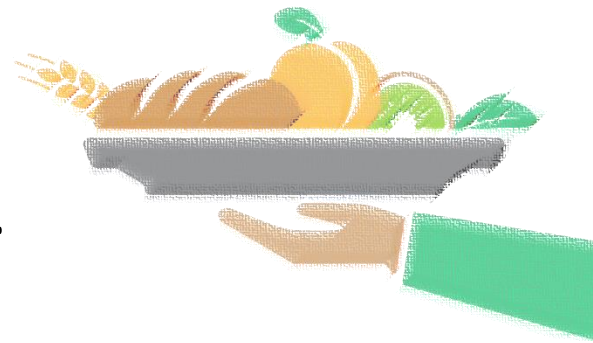


[FBG Interactive web-tool:](#)

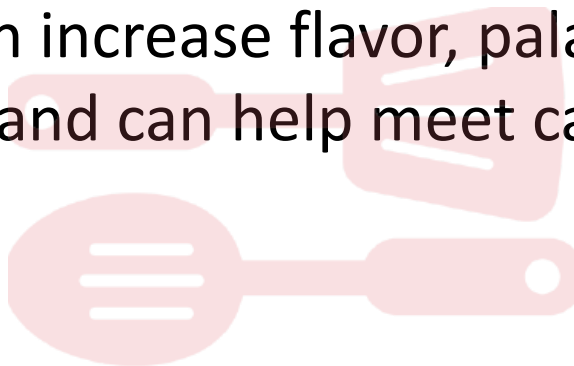
- 68g Pita Bread provides 2.5 grains/bread servings.
- 1 grains/breads serving(s) of Pita bread (whole wheat or whole grain-rich) , serve 0.50 piece(s)/slice(s).
- This product provides 5 servings that means for your program 10 servings of pita bread. 10 kids received the grain component.



Serving Additional Foods

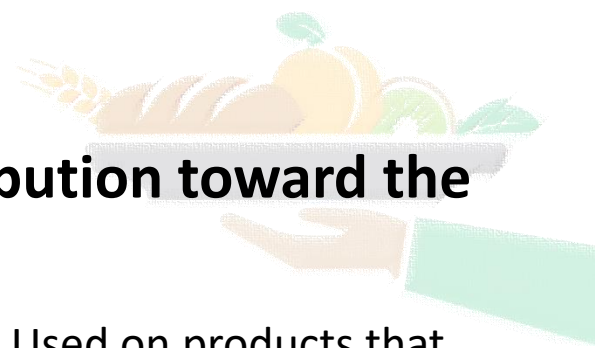


- Meal pattern requirements are minimums.
- Additional foods that meet the meal pattern requirements (extra vegetables, fruits, whole grains etc.) can be purchased from SFSP funds, also condiments served with creditable foods.
- Foods purchased that do not meet the meal pattern requirements have to be purchased from non-SFSP funds.
- Additional foods can increase flavor, palatability, adds extra variety to nutrition and can help meet calorie needs for certain age groups.



Child Nutrition Labels

CN labels list information about a food's contribution toward the meal pattern.



CN Label

1 Chicken Stir-Fry Bowl

2 Ingredient Statement:
Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

3 CN

CN Each 4.5 oz Chicken Stir-Fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ⅛ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 09/16). **CN**

CN

Net Wt.: 18 pounds

4

Chicken Wok Company
1234 Kluck Street • Poultry, PA 1235

INSPECTED
U.S.
DEPARTMENT OF AGRICULTURE
P-XX

1 Product Name

2 Ingredient Statement

3 CN Logo

4 Inspection Legend

CN Label Requirements

It is important to know, the CN Logo (the box with CN on each side that surrounds the meal pattern contribution statement) is one of the four integral parts of a label, which includes the product name, ingredient statement, and inspection legend. All four parts must be on the product carton in order for the CN label to be valid.

- Used on products that contribute to the meat/meat alternate.
- Beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions and so on.
- If meat alternate must contain minimum of 0.5oz/serving.
- **Products contributing only to the bread/bread alternate and/or vegetable/fruit components are not eligible for the CN label.**

Manufacturer's Product Formulation Statement



- Products without CN labels.
- Must use manufacturer's letterhead and signed by manufacturer.
- Shows how the food credits toward the meal pattern requirements and other specifics about the product.
- *Foods listed in the Food Buying Guide are not required to have a CN Label or (PFS)!!!*
- **It is the program operator's responsibility to evaluate the product labels and to keep records to document that meals served fulfill the meal pattern requirements.**

Food Buying Guide



Provide guidelines that specify how individual food items contribute to the CNP meal patterns.

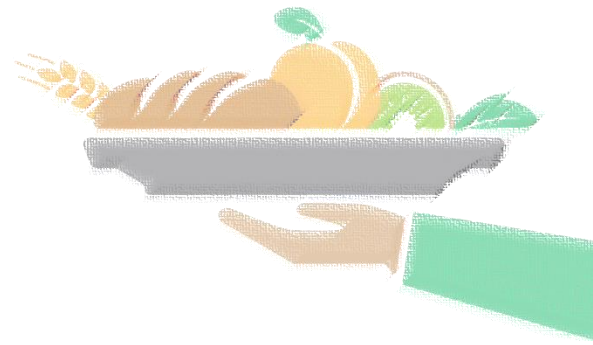
FBG updated 2/28/2020

Additional Creditable items in FBG:

- Shelf-stable, dried and semi-dried meat, poultry, and seafood snacks,
- Coconut, hominy, popcorn, surimi seafood and tempeh
- Vegetables disguised as other components, for example noodles/pasta made from vegetables including legumes
- Turkey bacon

Crediting Traditional Foods like wild rice, blue corn, bison: [https://fns-prod.azureedge.net/sites/default/files/TA01-2015 Child Nutrition Programs and Traditional Foods.pdf](https://fns-prod.azureedge.net/sites/default/files/TA01-2015%20Child%20Nutrition%20Programs%20and%20Traditional%20Foods.pdf)

Food Buying Guide



Pay attention to yield information!
Canned, cooked fruits and vegetables.
Crediting of vegetable concentrates (Tomato Paste and Puree).



Summary of Section 1

Meals not reimbursable if:

- Meals served to ineligible children (children not meeting the income eligibility guidelines) if CAMP
- Meals in excess, meals of the site's approved Capacity or CAP level (Average Daily Participation or ADP) of meal service.
 - Federal requirement – State Agency is tracking sponsors repeatedly upward adjusting their ADP and this will be monitored and sponsors are asked to look at prior year levels and enter a realistic capacity level at application time so this is not adjusted often.
- Meals served to adults but included in the count of reimbursable meals which is not allowed.



Summary of Section 1

Meals not reimbursable if:



- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed. If happening, reviewers will request information on non-food program funds used to cover these meals.
- Meals served outside of the approved time frames and dates the state-agency approved.
- Meals missing a component. Example: Not an allowed food option served (pudding or ice cream instead of milk or forgot a required component like grain.)
- Also not reimbursable: Jell-O/Pudding, Ice cream/popsicles, coffee, soda pop

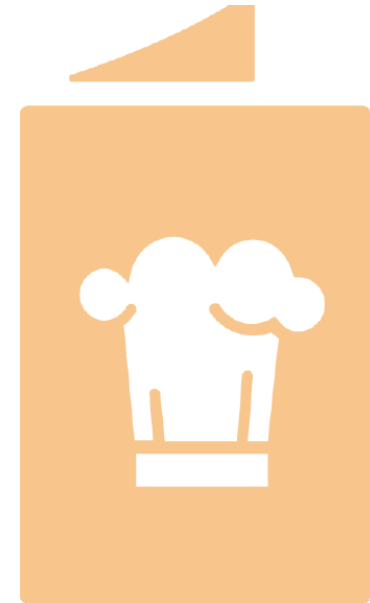
SECTION 2

- Menu ideas
- Staying on Budget
- Record Keeping
- Food Safety
- Meal Service
- Monitoring
- Serious Deficiency



Monthly Menu

- Each day's menu should show components of meal pattern!
- Cycle Menu: You can take advantage of local items and replace items that are not available.
- Cycle menu and recipe ideas [Nutrition guide handbook](#) p 34-42.
- Consider [MyPlate](#) guidelines to build healthy plates p 23-31.



Staying on Budget

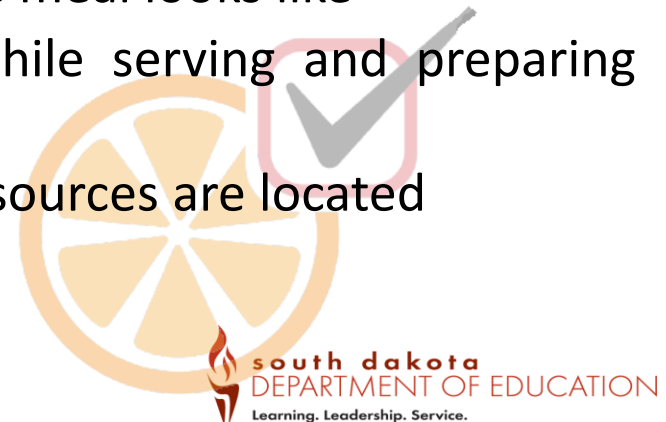
- Keep accurate inventory records (*Date the food was ordered, Name of the supplier or vendor, Date food was received, Condition on arrival, Price paid, Amount of food left*)
- Make good food purchasing decisions (*look at inventory and [amount needed/#of servings per purchase unit]*)
- Use [Nutrition Guide](#) p48-53, if you need help with budgeting.

Record Keeping

- SFSP regulations require sponsors *to maintain records of participation and preparation of ordering meals to demonstrate that the appropriate number of meals was ordered (if vended site) and justify all costs and meals claimed.*
- Required records (*Daily meal count at each site; Program operating costs: including food and other costs; Program administrative costs: including labor and supplies; Funds accruing to the program*).

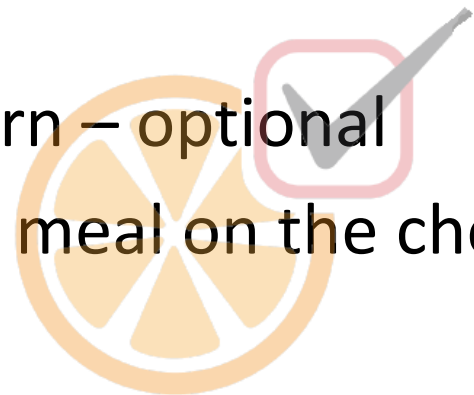
RECORD KEEPING

- *Training records:* of staff, volunteer, new hire training, including date of training, printed name and signature of trainee.
 - Use SFSP Sponsor Conducted Training Certification.
 - No claims paid until certification of training is submitted to CANS.
 - No site may operate until personnel have attended training.
 - **Each site must have at least one individual present at meal time that has attended training from the sponsor.**
 - *Attendance at the SFSP Operational Training - does not replace the training the sponsor must provide to their staff prior opening the summer program at feeding sites.*
 - Make sure all staff know what a reimbursable meal looks like
 - Follow all health department guidelines while serving and preparing meals
 - Know where your books and SFSP training resources are located



Training should include:

- Meal schedules and information – oversight of entire meal service
 - Serving times
 - Delivery schedules - if applicable
 - Off-site meal approvals done properly
 - Approved number for site meal service
 - Meal pattern requirements (SFSP or pattern approved for)
 - Offer versus Serve for meal pattern – optional
 - How to recognize a reimbursable meal on the chosen meal pattern.
 - Civil Rights and Non-Discrimination.



RECORD KEEPING



Racial and Ethnic Data Form**

Sponsor: _____ Site: _____

Site Contact Name: _____ Title: _____

Site Address: _____ Date of visit: _____

Site Supervisor: _____

Ethnic Categories	Number of Participating Children
Hispanic or Latino	
Not-Hispanic or Latino	

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number of Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Monitor's Signature

Date

* The total number should equal or be greater than the number for ethnicity.

** Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity published 10/30/97 and in FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published November 8, 2005. See Back for Instructions.

- Sponsor must report the racial/ethnic category of the children participating at each feeding location at least once during program operation by visual determination see pages 12 and 14 Sponsor Monitor's Guide.
- Plan to do during at Site Review –required documentation 2017 Sponsor Monitor's Guide pages 31-32 Racial and Ethnic Data Form
- Completed Racial and Ethnic Data Form should be kept on site and a copy given to sponsor.

RECORD KEEPING

- *Inventory Records*: SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please **keep the Bill of Lading and itemized pricing** for records.
- Any other food or supply purchases make sure you **keep all receipts** from vendors for your records.
- [Nutrition Guide](#) Pages 22, 48-51; First in First Out FIFO Inventory Management page 92; and **SAMPLE** *Food Inventory Record 110-111*



Sample Inventory Sheet

Name: _____

Date: ____/____/____

Beginning inventory: \$_____

1. Food item	2. Purchase unit-- size & description (case, bag, can, lb.)	3. # of units on hand	4. Unit cost	5. Total cost
Ending inventory			\$	



Part of Inventory records for on site meal prep or central kitchen prep.

SUMMER FOOD
SERVICE PROGRAM

Worksheet for Cost of Food Used

1. Site_____

2. Month/year_____

3. Cost of food used:

A. Beginning inventory

\$ _____

B. Inventory adjustment (+ or -)

\$ _____

C. Purchases (including milk)

\$ _____

D. Total food available

\$ _____

E. Less ending inventory

\$ _____

F. Total cost of food used

\$ _____

Instructions

4. Enter name of site.
5. Enter month and year.
6. A. Enter dollar value of beginning inventory.
- B. Enter amount of adjustment (plus or minus) for any transfer, spoilage, pilferage, etc. (explain any adjustment on the back of this form).
- C. Enter the dollar value of all food purchases made during the month. This should equal food expenditures.
- D. Enter the total of A + C (+ or -) B.
- E. Enter dollar value of ending inventory.
- F. Enter the total of D - E (total cost of food used).

RECORD KEEPING

- Daily Meal Count Records: use meal count sheet downloadable from iCAN website or [Admin guide](#) p 179 for camp and p 182 for all other sites.
 - Attach a template you will be using to your iCAN app.
 - Count meals at point of service, after each components were received by the child.
 - Clearly identify the meal service (Breakfast/Lunch etc.)
 - Record 1st and 2nd meals received by child.
 - Count adult meals program and non-program at their respective row on the meal count sheet, not together with meals provided for program participants.
 - Meals taken off site are not reimbursable.
 - More information: USDA's [SFSP meal counting](#).
 - Must be signed by meal count attendant.



LEGAL DOCUMENT-VERY IMPORTANT

Sample Meal Count Sheet- Open Site

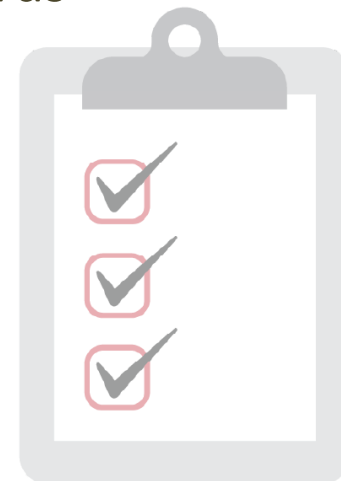
Site Name: _____ Meal Type (circle): B L SN SU																				
Address: _____ Telephone: _____																				
Supervisor's Name: _____ Delivery Time: _____ Date: ____/____/____																				
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]																				
First Meals Served to Children (cross off number as each child receives a meal):																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150											
Total First Meals +																			[2]	
Second meals served to children:										Total Second Meals +										[3]
Meals served to Program adults:										Total Program Adult Meals +										[4]
Meals served to non-Program adults:										Total non-Program Adult Meals +										[5]
TOTAL MEALS SERVED =																			[6]	
Total damaged/incomplete/other non-reimbursable meals +																			[7]	
Total leftover meals +																			[8]	
Total of items: [6] + [7] + [8] = [9] (Item [9] should be equal to item [1])																				
Number of additional children requesting a meal after all available meals were served:																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						
By signing below, I certify that the above information is true and accurate:																				
Signature _____										Date _____										



State Agency Requires Detailed Production Records

[SFSP Website](#)/Documents/SFSP Production Records

- Production Records must match the meal pattern chosen!
- Documentation of: Foods, Amount of Foods at each meal.
- Be specific,
- Record date (month, day, year)
- Record Site Name on each page – even if only one site



SFSP PRODUCTION RECORD							
Date				Center:			
B R E A K F A S T	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
	Bread/Bread Alternate						
	Fruit/Vegetable						1-18 _____
	Milk						Adults _____
	Other						Total _____
S N A C K	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
L U N C H	Meat/Meat Alternate						
	Bread/Bread Alternate						1-18 _____
	Fruit/Vegetable						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
S N A C K	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
S U P P E R	Meat/Meat Alternate						
	Bread/Bread Alternate						1-18 _____
	Fruit/Vegetable						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
R	Other						

State Agency Requires Detailed Production Records

- Menu column record food item (helps to prevent meal pattern errors)

B R E A K F A S T	<u>Menu component</u>	<u>Menu</u>
	Bread/Grain	Cereal
	Fruit/Vegetable	Orange Juice
	Milk	Milk
	Other	

- Note serving sizes/age group according to meal pattern.

<u>Serving Sizes</u>			<u>Menu</u>
Ages	Ages	Ages	
1-5	6-18	Adults	
3/4 c	1 c		Cereal
1/2 c	1/2 c		Orange Juice
3/4 c	1 c		Milk

*Serving size/age only
if using meal pattern
other than SFSP.*

State Agency Requires Detailed Production Records

- Detail the Menu Item under Food Item (add details like weight for bread/grains [15crackers=13g]; recipe references; CN references; processing method: frozen/canned/fresh; cut of fruit/vegetable, %fat content for milk, % lean of meat).

B R E A K F A S T	Menu component	Serving Sizes			Menu	Food Item
		Ages	Ages	Ages		
		1-5	6-18	Adults		
	Bread/Bread Alternate	3/4 c	1 c		Cereal	Cheerios
	Fruit/Vegetable	1/2 c	1/2 c		Orange Juice	100 % concentrate
	Milk	3/4 c	1 c		Milk	2%
	Other					

- Quantity Prepared Column-Has to be Specific/Measurable (Lb, Oz, Can sizes, cups, gallons. **NOT** loaves, 3 cans etc.)

B R E A K F A S T	Menu component	Serving Sizes			Menu	Food Item	Quantity Prepared
		Ages	Ages	Ages			
		1-5	6-18	Adults			
	Bread/Bread Alternate	3/4 c	1 c		Cereal	Cheerios	1/2 box - 32 oz.
	Fruit/Vegetable	1/2 c	1/2 c		Orange Juice	100 % concentrate	1/2 gallon
	Milk	3/4 c	1 c		Milk	2%	1 gallon
	Other						

State Agency Requires Detailed Production Records

- **Leftover Quantities:** Site Supervisor responsible to determine amounts left over. Adjustments are required to stay within planned amounts, Compliance by staff - Plan 1 meal per child. Program fiscally can't afford to make extra – **not reimbursable** and isn't sustainable (*Must check with your administration for non-program funds to cover excess*).

B R E A K F A S T	Menu component	Serving Sizes			Menu	Food Item	Quantity Prepared	Leftover
		Ages	Ages	Ages				
		1-5	6-18	Adults				
	Bread/Bread Alternate	3/4 c	1 c		Cereal	Cheerios	1/2 box - 32 oz.	
	Fruit/Vegetable	1/2 c	1/2 c		Orange Juice	100 % concentrate	1/2 gallon	
	Milk	3/4 c	1 c		Milk	2%	1 gallon	
	Other							

- **Numbers served** (from daily meal count records)-Enter actual numbers at the point of service NOT planned numbers. Record totals. Adult meals combine program and non-program. Do not claim for reimbursement. *Where does program adult meals should be documented? How about non-program?*

B R E A K F A S T	Menu component	Serving Sizes			Menu	Food Item	Quantity Prepared	Leftover	Number Served
		Ages	Ages	Ages					
		1-5	6-18	Adults					
	Bread/Bread Alternate	3/4 c	1 c		Cereal	Cheerios	1/2 box - 32 oz.		1-5 <u>4</u>
	Fruit/Vegetable	1/2 c	1/2 c		Orange Juice	100 % concentrate	1/2 gallon		6-18 <u>10</u>
	Milk	3/4 c	1 c		Milk	2%	1 gallon		Adults <u> </u>
	Other								Total <u>14</u>

Production Records

- Production records are used to:
 - document that meals meet pattern.
 - Include with your production records: CN labels or Product Formulation Statement, copy of standardized recipes.
 - document that adequate food served
 - justify food purchases
 - back up numbers of meals claimed for reimbursement
 - Records must be kept 3 years + current year!

Incomplete production records are the most frequent finding on reviews.

Incomplete or inadequate documentation can result in denial of reimbursement.

RECORD KEEPING

Allowable Costs:

OPERATING AND ADMINISTRATIVE

Operating Costs:

- Cost of food used (see example under inventory records),
- Cost of food purchases and the cost of processing, transporting, storing, and handling food that is donated (including USDA Foods) or purchased by the sponsor.
- Labor, nonfood supplies, space for the food service.
- Rural sites may include costs that are directly incurred in transporting children from rural homes to rural food service sites.
- Rental costs for buildings, food service equipment, and vehicles
- Utility costs
- Mileage allowances example in [Attachment 24](#) of Admin Guide.
- Cancelled checks or other forms of receipt for payment.

Sponsors cannot charge the Program for major reductions of food in stock that are the result of fire, theft, spoilage, contamination, or any event other than normal usage.

Record Keeping- Operating Costs

- Records to support the cost of food used should include:
 - Itemized receiving reports from supplier/including donated foods
 - Food inventories/manifests
 - Records of returns, discounts or other credits
 - Canceled checks or receipt of payment.

Vended meals (sponsor contract with FSMC):

- Keep the signed detailed delivery slip to support the sponsors claim for reimbursement: *what meal is being delivered, the number of meals delivered, the delivery date and time, **ensure that meals delivered meet the meal pattern requirement!***

Sponsor should not pay FSMC if: *meals delivered to non-approved sites, meals not delivered within the established delivery time, meals that are spoiled or do not meet meal pattern requirements, or meals that do not meet the requirements or terms of the contract as sponsor cannot claim these meals under SFSP.*

Record Keeping- Operating Costs

Labor Costs:

Compensation by sponsors for labor that is required to prepare and serve meals, to supervise children during the meal service, and to clean up after the meal service.

Wages, salaries, employee benefits, and the share of taxes paid by the sponsor. Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM

Time Report – Site and Food Service Staff*

Site/Sponsor name: _____ Site/Sponsor Number: _____

Site/Sponsor address: _____

Week of: _____ Date: ____/____/____

Hours Worked in Food Service

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Site supervisor's signature

Date

*Use this form for all site-level and food service staff performing **operating** costs tasks, that is, tasks directly related to the **food service** (e.g. meal servers, cooks, supervising children at the site).

Record Keeping- Administrative Costs

RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM

Summary of Administrative Expenses

1. Name of sponsor : _____

2. Month and year: _____

3. Position (a)	# of People in that position (b)	Salary per hour (c)	# of hours spent on SFSP administration (d)	Total (e)
_____	X	\$ X	_____	= \$ _____
_____	X	\$ X	_____	= \$ _____
_____	X	\$ X	_____	= \$ _____
_____	X	\$ X	_____	= \$ _____
_____	X	\$ X	_____	= \$ _____
(f) Total salaries paid				\$ _____

4. Salaries (line 3f)	\$ _____
5. Transportation	\$ _____
6. Communication	\$ _____
7. Rental of office space	\$ _____
8. Office supplies	\$ _____
9. Utilities	\$ _____
10. Use allowance of furniture and fixtures	\$ _____
11. Audit fees	\$ _____
12. Legal fees	\$ _____
13. Office building maintenance	\$ _____
14. Other (specify)	\$ _____
	\$ _____
	\$ _____
15. TOTAL	\$ _____

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the Program (*Labor costs for administrative activities, Rental costs for offices, office equipment, and vehicles; Vehicle allowance and parking expenses, Office supplies, Communications, Insurance and indemnification, Audits, Travel*).

Form available in
[Admin Guide](#).
Attachment 27.



Food Safety

Important for the integrity and success of your Summer Food Service Program.



Practicing good personal hygiene,

(Handwashing, staying home when sick, general hygiene, using gloves during meal service)



Checking and documenting food safety temperatures,

(Know temperature danger zones, calibrating thermometers, proper receiving and storage of food, proper holding, reheating and transportation temperatures, proper way of cooling food.)



Proper cleaning and sanitizing.

(cleaning tables, work surfaces, equipment; three compartment sink, dish machine)

Found in [Nutrition Guide](#) p73-95

CLEAN

SEPARATE

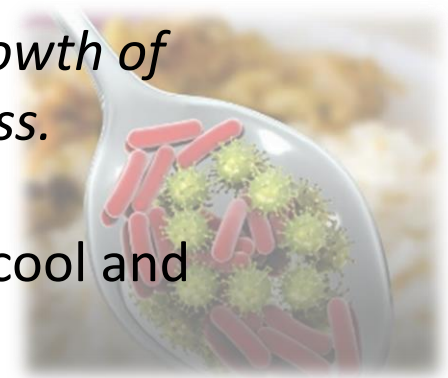
COOK

CHILL

Food Safety

Keep Food Safety Rules during transportation, preparation, serving.

- **Receiving:** *If the temperature of cold food is above 41 °F or the temperature of hot food is under 135°F, the food should be rejected. Also spoiled, damaged products need to be rejected during receiving as they are not reimbursable with SFSP.*
- **Temperature Danger Zone:** 40 °F-135 °F *rapid growth of harmful bacteria that could cause foodborne illness.*
- **Reheat food:** 165 °F for 15 seconds and use it or cool and store it within 2hours.
- **Correct Cooking Temperatures:** p79 of [Nutrition Guide](#).
- **MUST KEEP FOOD TEMP LOGS FOR RECORDS!**



CLEAN

SEPARATE

COOK

CHILL

Food Safety

Temperature Form – Temperatures

Storage Temperature Form

Storage Temperature Form

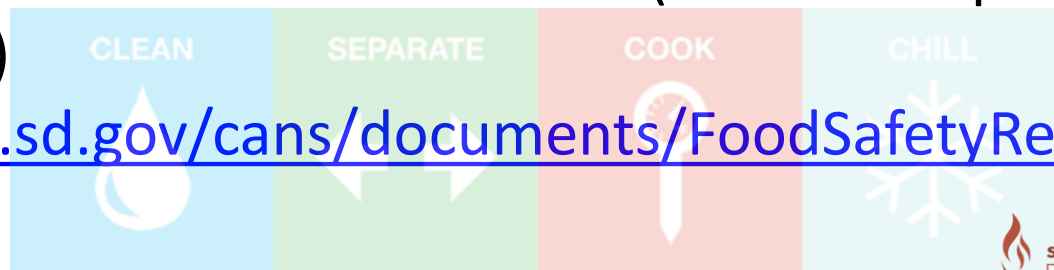
[illegible][illegible]

Source: National Food Service Management Institute. (2009). *Serving it safe training resource*, Appendix 4. University, MS.

Food Safety – Storage & Sanitation

- Food Storage – Best Practices Nutrition Guide p 86-87
 - Examine Food received
 - Clean Storage area (Frozen, Refrigerated/Cooler, and Dry)
 - Minimum 6 inches off floor
 - Daily recording of frozen, cooler and dry areas.
 - First In First Out – method with date labeling
- Food Sanitation Tips and Cleanup (Mobile sites – garbage plan)
- Food Safety Checklist Nutrition Guide p 89-94
- South Dakota Food Code and SOP's (Standard Operating Procedures)

<https://doe.sd.gov/cans/documents/FoodSafetyResource.pdf>



Meal Service Requirements

- Serve meals at the times submitted on iCAN application.
- No off-site meal consumption unless:
 - Approved offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
- Serve the same meal to all children. Make sure children take from all required meal components.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meal before any child receives a second meal. PLAN Only for First meals.

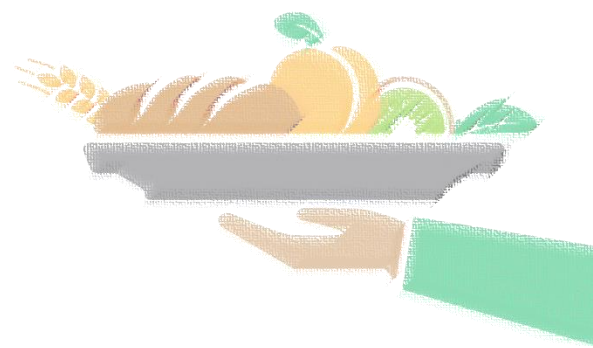


Meal Service Requirements

Taking Food Components Offsite

- Maintain the meal service to ensure no off-site consumption unless it is
 - Either a fruit, vegetable or grain component placed on the *share table* or taken from own meal for later consumption. It is up to sponsor to allow this and no State Agency preapproval needed.
 - *Share Table*: Unopened, unused, whole food items left on the share table are then available to other children who may want additional helpings. (Only fruit, vegetable or grain items.)
 - Allowed only if the sponsor has adequate staffing to properly administer and monitor. **Has to be in compliance with local health and safety codes.**
 - Approved Field Trip – complete Off-site Meal request and submit to CANS

Meal Service Requirements



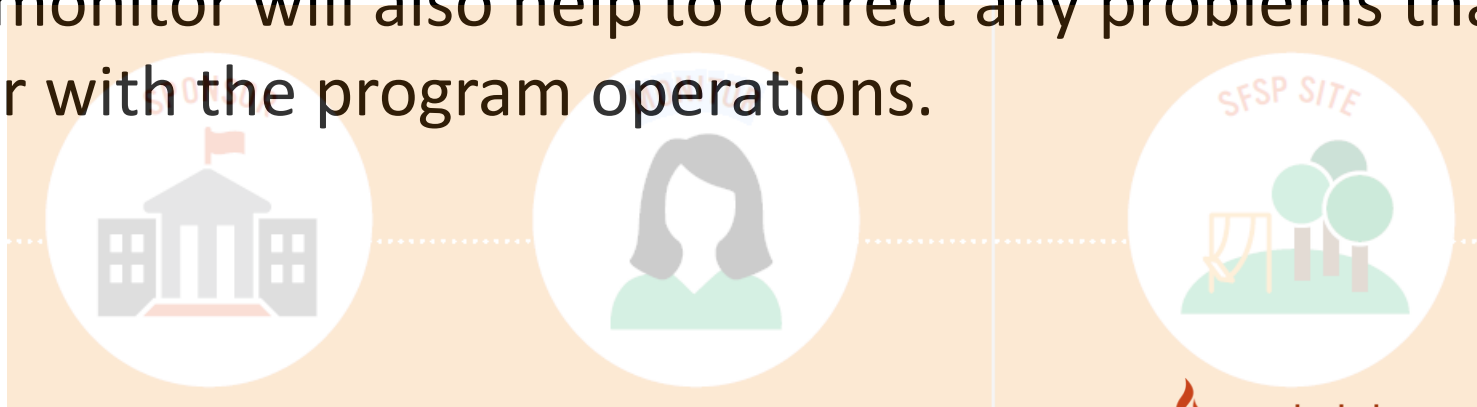
Notify communities/families:

- Who may eat at the site,
- When the meals will be served,
- What types of meals will be served,
- Why meals must be eaten at the site,
- What the share table is and if allowing traveling item (Fruit/vegetable/grain in food safe package or in peeling and not temperature controlled).



Monitoring program/Sites

- Sponsor's Monitor Responsibilities— see page 5 [Sponsor Monitor's Guide](#).
- The monitor tasks are assigned to an administrative staff if sponsor is smaller, the tasks are essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.



Monitoring/Program Integrity

- Pre-operational visit (required for sites with issues during the prior year, not operating SNP or new)
 - Conduct before a site operates the summer program.
- Site visit –SFSP 12-2011 Waiver South Dakota was approved for summer 2020!
 - All sponsor visit sites during the first week of operation if new site or staff.
 - Attach documentation in iCAN SFSP Attachment List unless requested and were granted first week waiver.
- Site Reviews (Required)

Sponsors must review sites during the first 4 weeks of program operation at least once.



Pre-operational Visit

- All sites must be visited BEFORE they begin operation for summer program if new or issues in prior year or current year.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- **Documentation of this visit**
 - Copy kept at site
 - Original sent to Sponsor



First Week Visit – May request Waiver for Successful Prior Sponsors

- Sponsors must Visit all sites within the first week of operation
- Required to do if previously found to be seriously deficient (Waiver won't be granted by CANS)
- Waiver request is in iCAN Site Application, Question # 29
 - CANS will grant or not
 - Ensures food service is operating smoothly
 - Make needed adjustments
 - Training needs, answer questions
 - [Sponsor Monitor's Guide SFSP](#) page 27



Site Review

Review all sites within the first four weeks of operation.

- Thoroughly examine the meal service from start to finish
- Correct problems and provide additional training as necessary
- Monitor Guidance pages; Documentation required!

Follow-up Visits for serious deficiencies, to ensure permanent corrective action has been implemented!



State & Federal Reviews(Audits)/Inspections

- State Agency – CN Resource.
- Health/Kitchen Inspections – City of Sioux Falls, DPS or IHS
- Reviews are conducted every 3 years or sooner due to formula requirements.
- Production Records for one week are required for inspector/reviewer.
- See [Administrative Guidance](#) for:
 - Review Procedures
 - Violations
 - Corrective Action



State & Federal Reviews(Audits)/Inspections

- Missing expense documentation leads to being declared Seriously Deficient
- *South Dakota has guidance on the term Seriously deficient.*
- [Appeal Rights](#) are sent for various actions.
- Sponsor receives more reimbursement than it spends – State Agency requires corrective action to
 - Improve food quality
 - Enhance monitoring and oversight



South Dakota SFSP – Seriously Deficient Check List

Serious Deficiencies are grounds for disapproval of applications and for termination – impacts all Child Nutrition Programs!

- Noncompliance with bid procedures & contract requirements
- Private Non-profit with IRS tax-exempt status revoked are immediately terminated and declared Seriously Deficient SFSP04-2017

<https://www.fns.usda.gov/sites/default/files/sfsp/SFSP04-2017os.pdf>

- Submission of false information to the State Agency
- Failure to return to SA any startup or advance payments which exceeded the amount earned for meals served
- Violations at a significant portion of the Sponsor's site such as...see next slide

Sponsor Site Violations leading to declaration of Seriously Deficient examples:

- Noncompliance with the meal service times set forth at 225.16(c),
- Failure to maintain adequate records
- Failure to adjust meal orders to conform to variations in the number of participating children
- The simultaneous service of more than one meal to any child
- The claiming of Program payments for meals not served to participating children
- Service of a significant number of meals which did not include required quantities of all meal components
- Excessive instances of off-site meal consumption
- Continued use of a FSMC that is in violation of health codes.

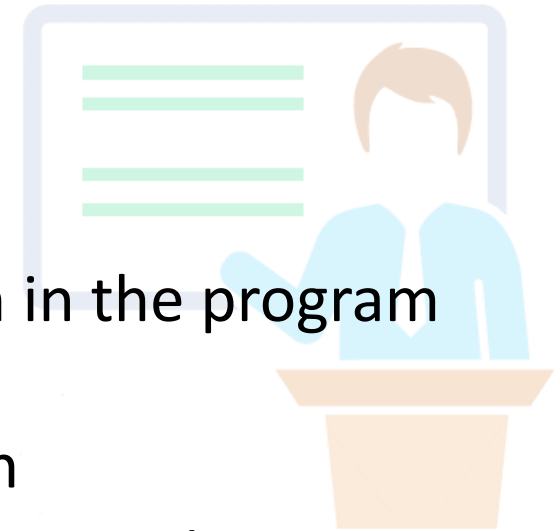
SECTION 3

- Appeal Rights
- Civil Rights
- Resources



APPEAL RIGHTS

- Denial of advanced payment
 - Denial of reimbursement claim
 - Termination of sponsor or site participation in the program
 - Denial of site application
 - Denial of FSMC's application for registration
 - Claim against sponsor for remittance of a payment
 - State refusal of late payment or upward adjustment request
-
- Appeal Rights is located on the iCAN SFSP Download Forms and the SFSP website. They are also sent to sponsor when needed.
 - Non-reimbursable meals claimed will be taken back in an over claim based on program audit or inspection.
 - Menu, meal count form, production records, food receipts documentation used to verify the meals served are reimbursable.



CHANGES AFTER PROGRAM STARTS

- Changes in meal service:
 - Must be approved by CANS
 - Requires new public release
 - Closures must be reported to CANS immediately.

- Inclement Weather Plans:

Make arrangements for alternate food service and have a written plan in case of extreme weather.

Especially important for outdoor meal sites.

More information: [Administrative Guide](#) p41.

CIVIL RIGHTS

- Serve all meals to children without discrimination.
- Every child should have the opportunity to participate in the meal service.
- The new 2020 “Justice for All” poster need to be displayed in an area where all children can see it. (*Contact: Courtney Martin 605-773-3413 if need new poster.*)
- **Nondiscrimination statement must be on all printed material.**

“This Institution is an equal opportunity provider.”



[VIEW CIVIL RIGHTS TRAINING](#)

Non-Discrimination Statement

The following must include the Non-Discrimination Statement:

- Press Release (*Sample forms in Admin Guide Attachments 13-14 on p 172-172*)
- Posters indicating hours meals are served.
- Brochures advertising program.
- Websites.
- Font size same as rest of the document.



Participation Incentives

- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.

*(Educational Activities contact Kimberly Cripps with SDSU Extension
Kimberly.Cripps@sdstate.edu)*

- Plan Kick-off event
- Getting local support to sponsor prizes
 - Distribute calendar of events for site to help maintain attendance.
 - Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)
- Check out the webinar Strategies for Marketing Summer Food Service Programs [HERE](#), for ideas to promote your SFSP in your community.

Turnip the Beet Awards



Turnip the Beet: High Quality Meals in the Summer Meal Programs

Award Overview

- USDA's Food Nutrition Service Award recognition for SFSP sponsors
- Award levels featured on Summer Capacity Builder
 - Silver
 - Bronze
 - Gold

<https://www.fns.usda.gov/sfsp/turnip-the-beet>

RESOURCES

Visibility is key!



South Dakota has vinyl banners for each open location.

Help families find us

- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.




Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

SFSP Resources

<http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>

 An official website of the United States Government. [Here's how you know](#) ✓

 **Food and Nutrition Service**
U.S. DEPARTMENT OF AGRICULTURE

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Summer Food Service Program

In 2018, the SFSP provided more than 145 million nutritious meals and snacks to children during the summer when school was not in session.

[PROGRAMS](#) > [SUMMER FOOD SERVICE PROGRAM](#)

TEXT “Summer Meals” to 97779

Find a site near you!



Call: 1-866-348-6479

Visit: www.fns.usda.gov/summerfoodrocks

Text: “Summer Meals” to 97779

[USDA Summer Food Service Program Poster](#)

No Kid Hungry Share Our Strength

Center for Best Practices

<https://bestpractices.nokidhungry.org/summer-meals/outreach-materials>



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FREE SUMMER MEALS

TEXT "FOOD"
TO 877-877

FOOD, FRIENDS & FUN!



School's Out, Food's In.
STRATEGIES & SOLUTIONS FOR CHILDHOOD HUNGER



SCHOOL BREAKFAST

SUMMER MEALS

AFTERSCHOOL

EARLY CHILDHOOD

SNAP

FOOD S

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[Is Mobile Right for
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[Mobile Meals
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[Planning your
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[Best Practices for
Mobile Operations](#)

SPONSOR SURVEY

PROGRAM
EXCELLENCE

CHILD NUTRITION
PROGRAM GRANT
OPPORTUNITIES

FINANCIAL
MANAGEMENT

SODEXO FOUNDATION

Outreach Materials Templates

Sodexo Foundation Summer Meals Outreach Toolkit

Following are template designed outreach materials that your organization can customize to We recommend working with a professional graphic designer to assist you with customizing graphic designer, get creative! Ask your partners or the local college or high school design d Contact Tali Caiazza at TCaiazza@strength.org if you have questions or need recommenda

- Customizable Flyer Word Doc Template English; Word Doc Template Spanish



- National Poster PDF English; PDF Spanish; Customizeable PDF English (Space to write (Space to write in additional text)



FARM to SUMMER

Summer Food Service Program encourages sponsors to improve the quality of their meals.

An excellent way to improve food quality is to source products from local farmers.

[DOE-Child and Adult Nutrition Services](#) and [SDSU Extension](#) offers variety of resources and guidance to find certified local producers.



For More Information Contact:

Andrea Krueger
DOE/Child and Adult Nutrition
Email: Andrea.Krueger@state.sd.us
Phone#: 605-773-5213

RESOURCES

- USDA Food and Nutrition Service Summer Food Service Program Handbooks <https://www.fns.usda.gov/sfsp/handbooks>
- South Dakota Department of Education –[Child and Adult Nutrition Services](#) Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294 <http://doe.sd.gov/cans/sfsp.aspx>
- US Department of Agriculture Summer Food Service Program <http://www.fns.usda.gov/sfsp>
- No Kid Hungry Share Our Strength center for Best Practices
- USDA 7 CFR Part 225 Regulations – Summer Food Program <https://www.fns.usda.gov/part-225—summer-food-service-program>
- USDA Food and Nutrition Service SFSP Policies <https://www.fns.usda.gov/sfsp/policy>
- US 2010 Census- South Dakota <https://www.census.gov/quickfacts/fact/table/sd/PST045218>

QUESTIONS?

- Agreement, reviews, operation:
- **Brigitta Bly**
 - (605) 367-5295
 - Brigitta.Bly@state.sd.us
- **Mikayla Hardy**
 - (605) 773-8072
 - Mikayla.Hardy@state.sd.us



Q&A Webinar Wednesday, May 20, 2020 at 2:30pm CT



ARE YOU READY?



Have fun with your
job and the kids!

Non-Discrimination Statement

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Persons with disabilities who require alternative means of communication for program information(e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1)mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3)email: program.intake@usda.gov.

This institution is an equal opportunity provider.